ProjectWise Deliverables Management Workflow

> **NOTE:**
> **Organization** = Company registered with Bentley
> **Transmittal** = Data sent outside of organization (Outgoing)
> **RFI** = Request For Information
> **Submittal** = Data received into an organization (Incoming)
> **Participants** = Someone assigned to a project. Can be an internal or external participant
> **Draft** = A partially completed package that can be edited prior to being transmitted
> **Package** = Proposed set of documents being transmitted or submitted
>
> <u>Reminder</u>: The sending user issues a *Transmittal*, and the receiving user receives a *Submittal*.

GDOT Participants – *Resend New Version*

The *Resend New Version* command allows GDOT PWDM users to create a new version of a package that has already been issued in order to send the documents that have been updated since the original package was issued.

The new package that is created by this command automatically contains:

- All documents updated since the original submission

  NOTE: Updated files must be in the same folder in ProjectWise as the files from the original submission

- The same general information, recipients, and scheduling as the original package
- The same ID as the original package with a letter appended to the ID
    - Original Package ID: **1234567-TR-000014**
    - Resent Package ID: **1234567-TR-000014 – B**

To use the *Resend New Version* command:

1. With the original package open to the **Responses** tab, click on the **Resend new versions** button in the bottom right corner.

2. Verify the information contained in the newly package, specifically the documents attached to be sure they are the updated documents you are intending to send.

3. Once all information is correct, click on the **Issue** button.

4. If the cover letter is correct, click on **Confirm** to send the package.